

## Store Associate/Cashier



Are you creative, outgoing, organized and dependable? Can you communicate professionally with employees, volunteers & customers? Do you love helping others find bargains? Are you an animal lover?

Second Life is a pet-friendly store that offers a quality resale shopping experience with the mission of helping Atlanta's homeless pets. Our goal is to offer shoppers a distinctive shopping experience. We are a non-profit 501(c)(3) charitable organization that relies on donations from the general public.

We are currently searching for a part-time Store Associate/Cashier. This person's primary roles will be working in all areas necessary for store operations, including but not limited to:

- **Cashier Roles:** operating the cash register, assisting customers with questions, accepting donations through the front door, maintaining a clean area behind the register, and other requested duties.
- **Store Associate Roles:** Accepting donations from donors in the backroom and outside; sorting and pricing donations; placing merchandise and clothing on the sales floor; general cleaning - including bathrooms and dusting; any other duties requested by direction of the managers on duty.

You will enjoy the rewards that come from being a part of an organization that is dedicated to promoting responsible pet ownership, supporting animal rescue groups and helping make the world a greener place!

### Essential Duties/Responsibilities

- Provide excellent service by giving prompt, courteous assistance to customers.
- Operate cash register in a friendly manner, accepting payment and making change. Placing customers' merchandise in bags and wrapping items. Must be comfortable and precise working with math & currency.
- Maintain cleanliness and organization of work station and store.
- Accept and sort donations from donors in the backroom, outside, and the front bin.
- Set up displays and arrange merchandise to promote sales.
- Assist with pricing, hanging of clothing donations, and restocking items to the sales floor.
- General, light cleaning – including, but not limited to bathroom rotation, dusting, etc.
- Complete all other tasks as assigned by managers on duty, including but not limited to these tasks.
- Promote our mission of encouraging pet adoptions, spay/neuter and responsible pet ownership.

### Job Requirements

- High School Diploma or Equivalent required. College degree or some college preferred.
- Previous customer service experience required.
- Must be an animal lover and able to work in close proximity to dogs and cats in the store.
- Understands that donations received are pre-owned and may not always be clean.
- Able to read and comprehend simple instructions, correspondence, and verbal requests. Able to effectively present information to customers.
- Flexibility to manage multiple tasks simultaneously, as needed.
- Outgoing, customer-focused individual who can interact with various personalities in a pleasant manner.
- Able to stand on your feet for up to 8 hours at a time.
- Light lifting required. Occasional heavy lifting may be required.
- Comfortable working in a new organization that is still growing and changing.

**Part-time position.** Average 20-25 hours per week. Includes weekends and some weeknights.

**Pay:** Hourly      **Manages others:** No

To apply, fill out the online job application at [www.secondlifeatlanta.org/hiring](http://www.secondlifeatlanta.org/hiring). We are no longer accepting paper applications. Position will be open until filled. For organization information, visit [www.secondlifeatlanta.org](http://www.secondlifeatlanta.org).